

**CORRESPONDENCE/MEMORANDUM  
DIVISION OF EMERGENCY MANAGEMENT**

**DATE:** January 23, 2004  
**TO:** County Emergency Management Directors  
**FROM:** Jerry Haberl, State Training Supervisor  
**SUBJECT:** **Course Recruitment: INCIDENT COMMAND SYSTEM (ICS) TRAIN-THE-TRAINER - (ICS-TtT)**

The Wisconsin Division of Emergency Management, will sponsor the Federal Emergency Management Agency **Incident Command System (ICS) Train-the-Trainer – (ICS-TtT)** on **April 27-29, 2004** at the Wisconsin Military Academy, Fort McCoy, Wisconsin. The course will begin at 8:00 a.m. on Tuesday, April 27th, and conclude at approximately 4:00 p.m. on Thursday, April 29, 2004. Dress is casual.

This course is designed for community training teams with a commitment to train the responders and officials in their community in incident command.

We are requesting that you recruit attendees from within your emergency management community who would benefit from this training. Recruitment could include yourself, Department of Public Works or Highway Department supervisors, representatives from law enforcement, fire service, and emergency medical service. **Participants will be expected to have a working knowledge of ICS, and should have experience in adult education.** Since class size is limited to 36, registration will be on a first-come, first-served basis.

If people travel more than **50 miles one way** and do not desire to commute, **we will make reservations** for participants at the Wisconsin Military Academy. Cost of travel, meals and other costs associated with your stay is a local responsibility. Additional administrative information will be provided in letters of confirmation to be sent when the course roster is finalized.

Please have prospective participants complete the attached registration form, and return the form to your Regional Office no later than **MARCH 20, 2004**. Those selected to attend will receive a confirmation letter containing details concerning motel and course locations.

Thank you for helping us to bring emergency management training to your community. If you have questions, or need further information, please call your Regional Director, or Sheryll Smith at (608) 242-3306.

Encl: Registration Form  
  
cc: WEM Management Staff  
Regional Offices  
Keith Tveit  
Jim Galezewski  
Bill Tyler  
Financial Specialist

## REGISTRATION INFORMATION

# INCIDENT COMMAND SYSTEM (ICS) TRAIN-THE-TRAINER (ICS-TtT)

APRIL 27-29, 2004  
Fort McCoy, Wisconsin

*Please complete the information below and send it to your County Director by March 26, 2004. County Directors must submit this registration to their Region Office no later than March 27, 2004. Due to the demand for emergency management training, we recommend that you submit your applications as soon as possible.*

**(Reproduce this sheet locally for additional people.)**

NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_  
(PRINT CLEARLY)

TITLE \_\_\_\_\_ AGENCY \_\_\_\_\_

SOCIAL SECURITY NUMBER \_\_\_\_\_  
(MUST BE PROVIDED TO REGISTER)

HOME ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ ZIP \_\_\_\_\_ COUNTY \_\_\_\_\_

WORK PHONE # \_\_\_\_\_ FAX # \_\_\_\_\_ E-MAIL \_\_\_\_\_

### *State Privacy Provision*

*Authorization: Wisc Stats 166.03 and E.O. 9397.*

*Disclosure: Disclosure of personal information is voluntary; however, nondisclosure may result in delay in processing your application.*

*Secondary Purpose: In accordance with Wisconsin Privacy Provision 15.04(m) Wisc Stats, the personal information you provide may be used for purposes other than for which it was collected.*

## LODGING INFORMATION

\_\_\_\_\_ I live within 50 Miles, and **do not need a room.**

\_\_\_\_\_ I will attend, and live over 50 miles away; **reserve a room for me as indicated below:**

### PLEASE CIRCLE THE NIGHTS THAT YOU NEED A ROOM

MONDAY,      APRIL 26, 2004

TUESDAY,      APRIL 27, 2004

WEDNESDAY, APRIL 28, 2004

**Do you require any special accommodations for a physical disability?**

**SIGNATURE OF COUNTY EM DIRECTOR/DATE OF RECEIPT:** \_\_\_\_\_

**SIGNATURE OF REGIONAL DIRECTOR/DATE OF RECEIPT:** \_\_\_\_\_